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## INDIAN AFFAIRS MANUAL

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**2.1 Purpose.** This chapter provides the procedures to ensure the orderly succession of acting officials to key positions during planned or unplanned absences of key personnel.

**2.2 Policy.** Sound management requires that the duties of positions involving exercise of direction and supervision be performed on a continuous, uninterrupted basis. In the event of a vacancy in such a position or the absence of an incumbent, the duties of the position should be temporarily assumed by another individual serving in an "acting" capacity. As absences and vacancies cannot always be anticipated, permanent arrangements should be made for automatic succession to key positions.

**2.3 Guidance.** Part 302 of the Departmental Manual.

**2.4 Scope.** Automatic orders of succession are required for the Assistant Secretary - Indian Affairs, Commissioner and Deputy Commissioner of Indian Affairs, each Office Director reporting to the Assistant Secretary or to the Commissioner, and each Agency Superintendent.

**2.5 Publication.**

**A.** All orders of succession other than those for Area Directors and Agency superintendents are included in Chapter 3 of this Part of the Indian Affairs Manual.

**B.** Orders of succession for Area Directors and Agency Superintendents are to be published as Area Directives and filed at the Area and Agency Offices following Chapter 3 in this Part of the Indian Affairs Manual.

**2.6 Standards.**

**A.** Designations are made by position title, not by individual.

**B.** A minimum of three positions will be identified to succeed the Commissioner or Deputy Commissioner and each Area Director.

**C.** Two positions will be identified to succeed other covered positions.

**2.7 Temporary Provisions for Acting Officials.** There will be occasions when the provisions for automatic succession are inadequate, or the position is not covered by the automatic order of succession. In these cases, designation of the temporary acting official is to be made in writing and contain information similar to that shown below:

"In the absence of the (position title) from (date) through (date),  
(name of the person who will act), (title of the position of the person  
who will act) will perform as (position title)."

The notice should be issued or by the incumbent. If the position is vacant, the notice should be issued by the official having supervision over, or appointing authority for, the position to be temporarily filled.

**2.8 Record Keeping.** The office temporarily headed by an acting official is responsible for maintaining complete records of the period(s) during which, and by whom, the duties of the position were temporarily assumed, whether through automatic succession or temporary provisions.